



ADOA – General Accounting Office

QUICK REFERENCE GUIDE:

CHART OF ACCOUNT ELEMENTS FOR TRIRIGA INTEGRATION

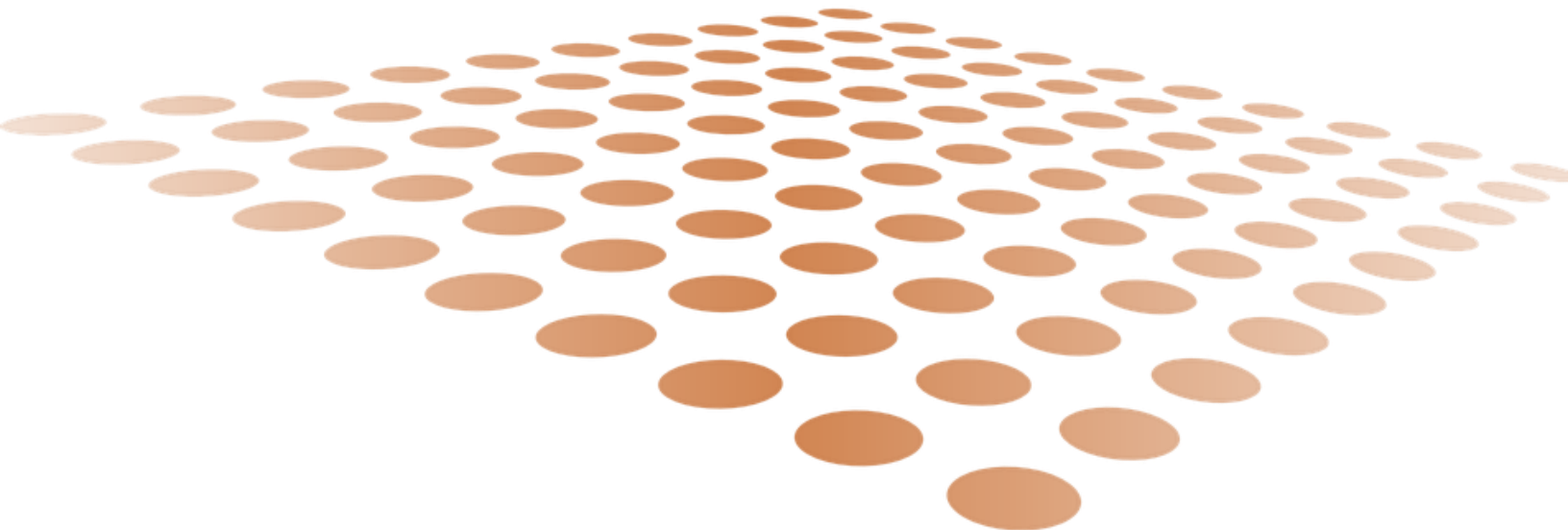




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CHART OF ACCOUNT ELEMENTS FOR TRIRIGA INTEGRATION

Creating and Modifying Chart of Account Elements Related to TRIRIGA Integration

TRIRIGA Facilities Management application supports facility operations and maintenance, project management, space reservation, site planning, and contract management.

TRIRIGA is a web-based system that integrates real estate, capital projects, facilities, operations, portfolio data, and energy management in a single web platform. Each of these components is presented as a portal that contains all of the related tables, forms, and menus for that business function.

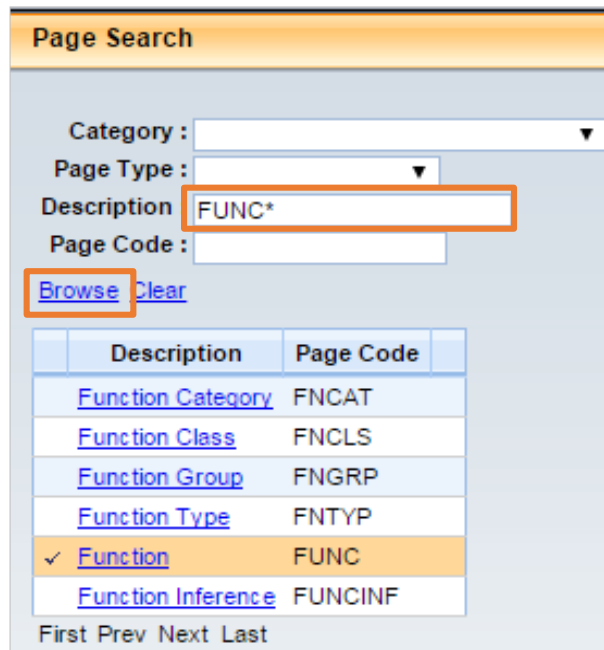
TRIRIGA also provides the ability to interface with other State applications, including Arizona Financial Information System (AFIS) and Arizona Procurement Portal (APP) for accounting and purchasing transactions. In order to facilitate some of those integration, the selected COAs are need to be interfaced from AFIS to TRIRIGA.

The AFIS Function code has been selected as the primary element for TRIRIGA and will map to the TRIRIGA from the Function Code. The majority of Chart of Accounts elements are inferred.

Creating a Function

Log into **AFIS**. Navigate to the **Page Search** table as shown in this image.

1. In the **Description** field, enter **FUNC***
2. Click **Browse** or **Enter**
3. Select **Function** – FUNC



Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

	Description	Page Code
Function Category	FUNCAT	
Function Class	FNCLS	
Function Group	FNGRP	
Function Type	FNTYP	
✓ Function	FUNC	
Function Inference	FUNCINF	

First Prev Next Last



Locate existing Function to be used as an example

1. Click **Search**
2. In the **Fiscal Year**, enter **2021**
3. In the **Department** field, enter **your department code**
4. Click **OK**

Fiscal Year : 2021
 Department : DTA
 Function :
 Ok Clear Cancel

Create the new Function

1. Select the record to copy – once selected there is a checkmark to the left of the fiscal year
2. Click **Copy**
3. Click **Paste**

Fiscal Year	Department	Function	Name	Active	Effective From	Effective To
2021	DTA	155511	LEADERSHIP AND DEVELOPMENT	Yes		
✓ 2021	DTA	156011	OFFICE OF AUDIT AND ANALYSIS	Yes		
2021	DTA	171011	HEARING OFFICE ADM	Yes		
2021	DTA	171019	EHO FEDERAL AID-VIDEO	Yes		
2021	DTA	171098	ISA/IGA	Yes		

Complete the **General Information** section. At a minimum, enter the following information:

1. **Fiscal Year:** current fiscal year
2. **Department:** 3 letter alpha for agency
3. **Function:** 10 characters' maximum, can be numbers, letters or mixture of both

Save Undo Delete Insert Copy Paste Search

▼ General Information

*Fiscal Year : 2021
 *Department : DTA
 *Function : 156011
 *Name : OFFICE OF AUDIT AND
 *Short Name : AUDIT 1
 Contact Code :
 Effective From :
 Effective To :
 Active : ☒
 Budgeting : ☒
 Description : ACTIVATE FY 18 5.30.17 PM



4. **Name:** 60 Characters' maximum, can be numbers, letters or mixture of both (only first 30 characters will be interfaced)
5. **Short Name:** 15 characters' maximum, can be numbers, letters or mixture of both
6. **Active:** check box if function will be active
7. **Budgeting:** needs to be always checked
8. **Click Save**

In order to support integration, the Function element must not include spaces in the naming convention. The space needs to be simulated by using underscore or dash characters:

GAO 55221– is not supported

GAO_55221 – is supported

Complete the **Extended Description** section.

At a minimum, enter the following information:

- Extended Description – Additional comments

Creating a Function Inference

Navigate to the **Page Search** table.

1. In the **Description** field, enter **FUNC***
2. Click **Browse** or **Enter**
3. Select **Function Inference** – FUNCINF

Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

Description	Page Code
Function Category	FNCAT
Function Class	FNCLS
Function Group	FNGRP
Function Type	FNTYP
Function	FUNC
✓ Function Inference	FUNCINF

First Prev Next Last



Locate existing Function Inference to be used as a template

4. Click **Search**
5. In the **Fiscal Year**, enter **2021**
6. In the **Dept.** field, enter your department code
7. Click **OK**

Fiscal Year : 2021 Unit :
Fund : Function :
Department : DTA Function Name :
Appr Unit :
Ok Clear Cancel

Create the new Function Inference

Select the record to copy – once selected there is a checkmark to the left of the fiscal year

1. Click **Copy**
2. Click **Paste**

	Fiscal Year	Department	Function
✓	2021	DTA	156011
	2021	DTA	171011
	2021	DTA	171019
	2021	DTA	171098
	2021	DTA	174011
	2021	DTA	181014
	2021	DTA	181044
	2021	DTA	181114
	2021	DTA	181144
	2021	DTA	182016



Complete the record. At a minimum, enter the following information:

1. **Fiscal Year:** Current fiscal year
2. **Department:** agency three letter reference
3. **Function:** When creating the Function Inference for the Function which will be used for TRIRIGA integration (Function Type is LGST or HRLG) you must enter at least the following elements:
 - Fund
 - Appropriation Unit
 - Unit
 - Task
4. Click **Save**, and the new function inference will be populated in the grid.

Save Undo Delete Insert Copy Paste Search

*Fiscal Year: 2021

*Department: DTA
DEPT OF TRANSPORTATION

*Function: 156011
OFFICE OF AUDIT AND ANALYSIS

Fund: DT2030
STATE HIGHWAY FUND

Sub Fund: DT2030
STATE HIGHWAY FUND

Appr Unit: DT58000
Operating Lump Sum Appropriation

Unit: 1560
OFFICE OF AUDIT AND ANALYSIS

Sub Unit:

Object:

Sub Object:

Revenue:

Sub Revenue:

Dept Object:

Dept Revenue:

Debt ID:

Location: 001
1739 W Jackson St OLD M V D

Sub Location:

Activity:

Sub Activity:

Reporting:

Sub Reporting:

Task: ADMIN
Administration

Sub Task: TSS
Transportation Support Services

Task Order:

Program:

Phase:

Program Period:

After Function and Function Inference record are established, you may proceed to updating Function Roll-up on the Function (**FUNC**).



Updating Function Rollup

Navigate to the **Page Search** table.

1. In the **Description** field, enter **FUNC***
2. Click **Browse** or **Enter**
3. Select **Function - FUNC**

Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

Description	Page Code
Function Category	FNCAT
Function Class	FNCLS
Function Group	FNGRP
Function Type	FNTYP
✓ Function	FUNC
Function Inference	FUNCINF

First Prev Next Last

Locate Function to be updated

Click **Search**

4. In the **Fiscal Year**, enter **2021**
5. In the **Department** field, enter **your department code**
6. In the **Function** field, enter the Function value to be updated
7. Click **OK**.

Fiscal Year :

Department :

Function :

[Ok](#) [Clear](#) [Cancel](#)



Complete the **Rollups** section. At a minimum, enter the following information:

1. **Function Type:** enter Function type (LGST or HRLG):
 - **LGST** – The Function element will be included in the interface to TRIRIGA
 - **HRLG** – The Function element will be included in the interface to HRIS and TRIRIGA
2. Click **Save**

Note: You will not be able to enter Function Type until Function Inference (FUNCINF) is created. The following error will be displayed if Function Inference has not been created.

Component	Context	Severity	Override	Message
R_FUNC		Error		The associated Function Inference (FUNCINF) entry cannot be found. (C1013)